



SBA 8(a) Certified economically disadvantaged minority owned small business

**AUTHORIZED
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES**

SPECIAL ITEM NUMBER 54151S - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is <http://www.gsaadvantage.gov>

MULTIPLE AWARD SCHEDULE
Large Category: INFORMATION TECHNOLOGY
Subcategory: IT Services
CONTRACT NUMBER: 47QTCA18D0094
CONTRACT PERIOD: Aug 03, 2020 through Aug 02, 2025

INDEX SYSTEMS INC
13503 COPPER BED ROAD
HERNDON, VA 20171
CAGE Code: 750D4 • DUNS: 030023266
Phone: 571-420-4600 Fax: 571-249-3456
E-mail: contact@indexsystems.com
Web: www.indexsystemsinc.com

**CONTRACTOR'S POINT OF CONTACT FOR CONTRACT
ADMINISTRATION:**

Chinna R Nemelidinne
chinna@indexsystemsinc.com

BUSINESS SIZE: SBA 8(a) Certified Small Disadvantaged Business Firm
Price list current through Modification #PS002, effective Aug 03, 2020.

For more information on ordering from this Federal Supply Schedule, please visit
www.gsa.gov/schedules



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1. INFORMATION FOR ORDERING ACTIVITIES

a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN 54151S IT Professional Services*;
54151SRC Disaster Recover; and
OLM*

*Subject to Cooperative Purchasing

b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH AWARDED SIN:

c. HOURLY RATES (Services only): *Starts on Page 16*

2. Business Types:

Business Type	Description
27	27 - Small Disadvantaged Business
2X	2X - For-Profit Organization
23	23 - Minority Owned Business
XS	XS - S Corporation
QZ	QZ - Subcontinent Asian (Asian)
A6	A6 - 8 (a) Program Participant



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3. SBA 8(a) Statement:



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U.S. SMALL BUSINESS ADMINISTRATION
WASHINGTON, D.C. 20416

December 18, 2015

Chinna R. Nemelidinne, President
Index Systems, Inc.
13503 Copper Bed Road
Herndon, VA 20171-3528

Dear Mr. Nemelidinne:

Congratulations! Your firm has been certified as a Participant in the U.S. Small Business Administration's (SBA) 8(a) Business Development Program. Your nine (9) year program term begins on the date of this letter.

During participation in the 8(a) BD Program, you will receive business development assistance from an assigned Business Development Specialist in the Washington Metropolitan Area District Office located at 409 3rd St. SW, Suite 2000 Washington, D.C. 20416. The phone number is (202) 205- 8800. We are sending a copy of this certification letter to the SBA Washington Metropolitan Area District Office. That office will contact you to schedule an orientation session. This could take up to 4-6 weeks. In the meantime, there are steps you should take to start your participation in the program.

Next Steps

- **Read and Sign Participation Agreement:** SBA requires the 8(a) participant's President or Chief Executive Officer sign a Participation Agreement showing he or she understands the conditions of 8(a) BD program participation. Please find the Agreement attached to the approval email associated with this letter. Please read the Agreement carefully, sign and date it, and make a copy. Return one copy to the SBA Washington Metropolitan Area District Office at the address shown in the second paragraph above. The second copy is for your records.
- **Develop Your Business Plan:** We encourage you to start developing your business plan. Current 8(a) BD program regulations require a firm, once certified, to promptly submit a business plan which must be approved by the SBA before the firm is eligible to receive 8(a) benefits; including 8(a) contracts. Once approved, the business plan will be reviewed annually and may be modified as needed. We offer an optional format for business plans. To consider the optional

Jackie Robinson-Burnette

Associate Administrator
Office of Business Development



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8(a) Business Plan Form 1010C, please go to: <https://www.sba.gov/sites/default/files/SBA%201010C.pdf>.

- **Develop Your Strategy for Winning Contracts in Year 1:** Though your firm's approved North American Industry Classification System (NAICS) Code is 541511, your firm may be awarded contracts under other NAICS Codes, as long as your firm is qualified to perform the required service or task. In this regard, please note that contracts awarded under 8(a) Business Development Program authority generally result from the self-marketing efforts of participating firms. You must build relationships with potential federal customers, pursue federal prime contractors for subcontracts, and aggressively pursue prime contract opportunities to grow your business. Successful 8(a) firms regularly respond to competitive small business contracting opportunities posted on www.FBO.gov. Establish a goal and vision for winning at least two (2) competitive contracts during your first year.

- **Utilize Resources:** There are valuable FREE resources available to you right now that offer expertise in all areas of business operation including reviewing your business plan and strategy. Two resources that you can utilize today are:

- o **SBA Resource Partners:** I encourage you to locate your nearest Resource Partner, please go to: <https://www.sba.gov/tools/local-assistance>. This link will provide access to upcoming small business events and the webpage for your District SBA Office, also.

- o **7(j) Management and Technical Assistance:** While your firm's acceptance into the 8(a) Business Development program is not a guarantee for contracts, the SBA will make every effort to assist you in implementing your business plan and strategy. Your success in the program is dependent upon the extent to which you take advantage of SBA's efforts to support you. One of the agency's major tools for your success is the 7(j) Management and Technical Assistance Services Program. For more information, click on the following link: <https://www.sba.gov/about-sba/sba-initiatives/7j-management-and-technical-assistance-services-program>

I am excited about your future, and I welcome you as an 8(a) Business Development Program participant. Wishing you much success!
Sincerely,



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4. MAXIMUM ORDER THRESHOLD: \$500,000.00

NOTE TO ORDERING ACTIVITIES: If the best value selection places your order over the applicable Maximum Order Threshold, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the Contactor for a better price. The Contractor may (1) offer a new price for this requirement, (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

5. MINIMUM ORDER THRESHOLD:

\$100.00

6. GEOGRAPHIC COVERAGE:

Domestic delivery

7. POINT(S) OF PRODUCTION:

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

☒ The Geographic Scope of Contract will be domestic delivery only.

8. DISCOUNT FROM BEST MARKET RATE: GSA Net Prices can be found in Pricing:

Matrixes (below). Negotiated discounts have been applied and the Industrial Funding Fee has been added.

Prompt Payment .5%, Net 15 days

a. QUANTITY DISCOUNT(S):

1% for a single order \$200,000-\$299,999

1.5% for single order \$300,000-\$399,999

2% for single order \$400,000-\$499,999

b. PROMPT PAYMENT TERMS: Net 30

1. Government Purchase Cards will be accepted at or below the micro-purchase threshold.

2. Government Purchase Cards will not be accepted above the micro-purchase threshold.

9. FOREIGN ITEMS:

None



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- 10. TIME OF DELIVERY:**
As Agreed Upon by Index Systems, Inc. and Ordering Agency
- 11. EXPEDITED DELIVERY:**
As Agreed Upon by Index Systems, Inc. and Ordering Agency
- 12. OVERNIGHT AND 2-DAY DELIVERY:**
As Agreed Upon by Index Systems, Inc. and Ordering Agency
- 13. URGENT REQUIREMENTS:**
Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the Contractor for the purpose of requesting accelerated delivery.
- 14. FOB POINT:**
Destination
- 15. ORDERING ADDRESS:**
Index Systems, Inc., 13503 Copper Bed Rd, Herndon, VA 20171
- 16. ORDERING PROCEDURES:**
Ordering Activities shall use the ordering procedures described in Federal Acquisition Regulation 8.405-3 when placing an order or establishing a BPA for supplies or services. The ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule Homepage (www.fss.gsa.gov/schedules).
- 17. PAYMENT ADDRESS:**
Index Systems, Inc., 13503 Copper Bed Rd, Herndon, VA 20171
- 18. WARRANTY PROVISION:**
Standard Commercial
- 19. EXPORT PACKING CHARGES:**
None
- 20. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:**
None
- 21. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):**
N/A
- 22. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):**
N/A
- 23. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):**
N/A
- 24. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):**
N/A



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25. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):

N/A

26. LIST OF PARTICIPATING DEALERS (IF APPLICABLE):

N/A

27. PREVENTIVE MAINTENANCE (IF APPLICABLE):

N/A

28. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):

N/A

29. SECTION 508 COMPLIANCE FOR ELECTRONIC AND INFORMATION TECHNOLOGY (EIT):

As Applicable. The EIT standards can be found at: www.Section508.gov/.

30. DUNS NUMBER:

030023266

31. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:

Contractor has an active registration in the System for Award Management (SAM) database.

32. TIN NUMBER:

26-0731291



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**33. TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S)**

34. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

35. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

36. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

37. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the



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date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

38. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
 - (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
 - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

39. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS-- COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

40. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.



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41. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

42. INDEPENDENT CONTRACTOR

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

43. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“*Contractor*” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“*Contractor and its affiliates*” and “*Contractor or its affiliates*” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “*Organizational conflict of interest*” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

44. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

45. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time and materials orders, the Payments under Time and Materials and Labor Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time and materials orders placed under this contract. For labor hour



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orders, the Payment under Time and Materials and Labor Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
 - (1) The offeror;
 - (2) Subcontractors; and/or
 - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

46. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

47. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

48. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

49. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

- a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.



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50. INDEX SYSTEMS, Inc GSA Labor Category Descriptions

SIN	Commercial Labor Category	Minimum/ General Experience and Years of Experience	Functional Responsibility	Educational Requirements
132.51	Oracle Federal Financials Business Analyst	10	<p>Responsible for supporting the delivery of technical and business solutions based upon enterprise applications (ERP products based), and working independently to develop enterprise-based programs of medium to high complexity. Activities include the development, integration and deployment of enterprise solutions. Support ERP Analysts, Designers, Business Specialist and Architectural Experts with enterprise applications programming, workshops, documentation, training and user support. Efforts will produce business solution models, technical work products, unit-tested code, instructional courseware, data structures, user interfaces, documentation and enhanced logical processes that will effectively utilize enterprise applications.</p> <p>Responsibilities include: Maintaining general ledger Accounting system, generating federal reports and managerial reports etc. Provides work direction and guidance to other personnel; ensures accuracy of the work of other personnel, operates under deadlines, able to work on multiple tasks.</p>	BS
132.51	GL Accounting Lead	12	<p>Responsible for supporting the delivery of technical and business solutions based upon enterprise applications (ERP products based), and working independently to develop enterprise-based programs of medium to high complexity. Activities include the development, integration and deployment of enterprise solutions. Support ERP Analysts, Designers, Business Specialist and Architectural Experts with enterprise applications programming, workshops, documentation, training and user support.</p> <p>Responsibilities include: Maintaining general ledger Accounting system, generating federal reports and managerial reports etc. Provides work direction and guidance to other personnel; ensures accuracy of the work of other personnel, operates under deadlines, able to work on multiple tasks.</p>	BS/MS
132.51	Consultant	12	<p>Provides expert support, analysis and research into exceptionally complex problems, and processes relating to the subject matter. Serves as technical expert on executive-level project teams providing technical direction, interpretation and alternatives. Applies advanced technical principles, theories, and concepts. Contributes to the development of new principles and concepts. Assignments are often self-initiated. Determines and pursues courses of action necessary to obtain desired results. Develops advanced technological ideas and guides their development into a final product. Expertise is in a particular area of Information Technology, or a specific functional area (e.g., finance, logistics, and operations research).</p>	BS/MS



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132.51	Oracle Fed Fin Func SME	10	Performs enterprise application team lead responsibilities, including planning tasks, assigning resources to the task, monitoring and tracking progress, and informing project management on all project activities. Perform business and technical analyst functions, including workshop facilitation, business process data validation, enterprise application (ERP product) testing from a functional business area perspective, program development, unit testing of the application code (ERP product) from a technical perspective, work group/work session participation, and delivery of technical and business solutions. Implements data bases that are the results of business systems planning and data requirements planning.	BS/MS
132.51	Subject Matter Expert II	12	Provides expert support, analysis and research into exceptionally complex problems, and processes relating to the subject matter. Serves as technical expert on executive-level project teams providing technical direction, interpretation and alternatives. Thinks independently and demonstrates exceptional written and oral communications skills. Applies advanced technical principles, theories, and concepts. Contributes to the development of new principles and concepts. Works on unusually complex technical problems and provides solutions which are highly innovative and ingenious. Works under consultative direction toward predetermined long-range goals and objectives.	BS/MS
132.51	Computer Systems Analyst (Int)	8	Responsible for supporting the delivery of technical and business solutions based upon enterprise applications (ERP products based), and working independently to develop enterprise-based programs of medium to high complexity. Activities include the development, integration and deployment of enterprise solutions. Support ERP Analysts, Designers, Business Specialist and Architectural Experts with enterprise applications programming, workshops, documentation, training and user support	BS/MS
132.51	Functional Subject Matter Expert	10	Responsible for supporting the delivery of technical and business solutions based upon enterprise applications (ERP products based), and working independently to develop enterprise-based programs of medium to high complexity. Activities include the development, integration and deployment of enterprise solutions. Support ERP Analysts, Designers, Business Specialist and Architectural Experts with enterprise applications programming, workshops, documentation, training and user support	BS
132.51	Oracle Function Consultant - Senior	10	Performs enterprise application team lead responsibilities, including planning tasks, assigning resources to the task, monitoring and tracking progress, and informing project management on all project activities. Perform business and technical analyst functions, including workshop facilitation, business process data validation, enterprise application (ERP product) testing from a functional business area perspective, program development,	BS
132.51	Oracle Function Consultant	8	Performs enterprise application team lead responsibilities, including planning tasks, assigning resources to the task, monitoring and tracking progress, and informing project management on all project activities. Perform business and technical analyst functions, including workshop facilitation, business process data validation, enterprise application (ERP product) testing from a functional business area perspective, program development,	BS



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132.51	Project Manager	8	Simultaneously plans and directs a technical project (or a group of related tasks) and assists the program manager in working with the government Contracting Officer, the COR, government management personnel, and client agency representatives. Under the guidance of the Program Manager, is responsible for the overall management of specific Task Orders and ensures that the technical solutions and schedules in the Task Order are implemented in a timely manner.	B.A./B.S. M.S. preferred.
132.51	Advisor	8	Responsible for technical and management leadership on projects while working closely with the client's Program Office. Is involved with facilitating the needs of the project from a technical standpoint. Has prior technical and management experience in large complex systems engineering contracts.	B.A./B.S. M.S. preferred.
132.51	Federal Accounting / Audit Sr. Analyst	7	Responsible for the major segments of the Federal financial analysis work. Supervises, directs and participates in the efforts of the staff financial analyst in the performance of tasks as outlined in the engagement plan. Coordinates analyses with subordinate and related activities. Exercises supervisory control over field personnel and reviews work products prior to submission to the Project Leader for approval. Summarizes the results of Federal financial analyses for consideration by the Project Leader. Conducts on-site quality control of Federal financial analysis work.	B.A./B.S. and min of 7 years of relevant experience.
132.51	Federal Accounting / Audit Support Analyst	4	Performs Federal financial analysis and market research activities relative to the engagement plan under direct supervision by Senior Financial Analyst. Performs the following types of activities: research of data and trends, market analysis, cost estimates, valuations, Federal financial projections, and sensitivity analyses. Prepares analyses for review and approval by Senior Federal Financial Analyst.	B.A./B.S. and min of 4 years of relevant experience.
132.51	DAI Sr. Support	4	Two years of DAI experience preferred, DAI Sr. support analyst applies their analytical and technical skills to assist in implementing business solutions. DAI SR. support Analyst is directed to exercise core skills on projects, or may direct small teams. They are qualified to perform tasks such as Document an organization's current business process flows. Design, code and test functional components of information systems according to project specifications. Identify and document functional requirements for information systems. Develop project documentation and user training materials according to program specifications. Conduct user training sessions, Prepare communications plans, Produce database extracts, Provide technical support to software development teams. Support Analyst should be able to use Toad / SQL Plus to develop complex queries or programs if needed.	B.A./B.S. and min of 2 years of relevant experience.



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132.51	DAI Support	2	<p>One year of DAI experience if it is for DAI project preferred. The DAI Analyst applies their DAI analytical and technical skills to assist in implementing business solutions. DAI Analyst is directed to exercise core skills on projects, or may direct small teams. They are qualified to perform tasks such as Document an organization's current business process flows. Design, code and test functional components of information systems according to project specifications. Identify and document functional requirements for information systems. Develop project documentation and user training materials according to program specifications. Conduct user training sessions, Prepare communications plans, Produce database extracts, Provide technical support to software development teams. Support Analyst should be able to use Toad / SQL Plus to develop necessary queries or programs if needed.</p>	B.A./B.S. and min of 1 year of relevant experience.
132.51	Support Engineer	5	<p>This Position requires a minimum of four years experience of which at least two years must be specialized experience in-depth knowledge of database management systems or similar, consults on technical matters to applications development projects. Assists in the evaluation and selection of implementation options. Prepares and review s logical and physical database designs. General experience include increasing responsibilities in DBMS system analysis and programming. Defines file organization, indexing methods, and security procedures for specific user applications. Preferred with DAI experience.</p>	B.A./B.S. and min of 5 year of relevant experience.
132.51	Training SME	6	<p>Evaluates need for DoD and Non DoD training, and manages and provides comprehensive on - site training services. Organizes all aspects of training programs, including designing program structure, developing curriculum, scheduling speakers or participating as trainer, managing registrations, and organizing all site logistics. Has an undergraduate degree in a related field and has approximately four years of relevant work experience.</p>	B.A./B.S. M.S. preferred.
132.51	OBIEE SME (DataWarehouse)	6	<p>Serve as the lead in connecting, and automating agency data services extracts into to agencies data warehouse, data mart, business systems and other databases on a daily basis. Work with PMO, DFAS, US Bank and other Civilian organizations that interface with the DAI system to resolve EBS shared system functional issues monthly. Serve as the lead in generating business intelligence dashboards and reports utilizing EBS data sets on a daily basis. Design, test, implement, and maintain OBIEE dashboards for each business unit across all process areas and business functions. Capture requirements and develop ad hoc report deliverables and new dashboard reporting requests. Develop functional and technical dashboard report specifications and assumptions documentation. Provide tailored OBIEE financial reports and business intelligence analysis and support to interfacing agency business reporting systems that require EBS data connectivity monthly</p>	B.A./B.S. M.S. preferred.



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132.51	Cyber Subject Matter Expert	8	Serves as an experienced consultant supporting large projects providing individual subject matter expertise. Performs Research, collection, collation and compilation of data, and preparation of inputs into larger reports. Prepares finished products for review by team leader or higher level analysts. Interfaces with external entities to collect data. Uses and/or develops computer tools to facilitate analysis tasks. Prepare and present briefings.	B.A./B.S. M.S. preferred.
132.51	Security Engineer	5	Duties include but are not limited to Monitor the organization's networks for security breaches and investigate a violation when one occurs. Install and use software, such as firewalls and data encryption programs, to protect sensitive information. Conduct penetration testing, which is when analysts simulate attacks to look for vulnerabilities in their systems before they can be exploited.. Perform cyber hygiene activities (e.g. patching, system hardening) on information system components. Configure automated vulnerability scanning tools and execute scans.	B.A./B.S. and CISSP or CEH certification preferred.
132.51	Senior Information Security Analyst	5	Provides direction to the information security analyst and junior information security analysts and performs the following: Research the latest information technology (IT) security trends. Assist with the development and implementation of the information security program. Develop security standards and best practices. Define information security policies. Recommend security enhancements to management or senior IT staff. Help computer users when they need to install or learn about new security products and procedures. Prepare reports that document security breaches and the extent of the damage caused by the breaches. Perform risk assessments and vulnerability assessment on information systems. Create and implement contingency/disaster recovery plans. Create and maintain system security plans. Establishes and implements security controls.	B.A./B.S. and CISSP or CISM certification preferred.

51. Index Systems Inc LABOR CATEGORY PRICING SIN 54151S

LABOR CATEGORY	Rate
<i>Oracle Federal Financials Business Analyst</i>	<i>135.00</i>
<i>GL Accounting Lead</i>	<i>165.00</i>
<i>Consultant</i>	<i>160.00</i>
<i>Oracle Fed Fin Func SME</i>	<i>145.00</i>
<i>Subject Matter Expert II</i>	<i>145.00</i>
<i>Computer Systems Analyst (Int)</i>	<i>125.00</i>
<i>Functional Subject Matter Expert</i>	<i>145.00</i>
<i>Oracle Function Consultant - Senior</i>	<i>145.00</i>
<i>Oracle Function Consultant</i>	<i>135.00</i>
<i>Project Manager</i>	<i>180.00</i>
<i>Advisor</i>	<i>180.00</i>
<i>Federal Accounting / Audit Sr. Analyst</i>	<i>160.00</i>
<i>Federal Accounting / Audit Support Analyst</i>	<i>140.00</i>



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<i>DAI Sr. Support</i>	<i>140.00</i>
<i>DAI Support</i>	<i>125.00</i>
<i>Support Engineer</i>	<i>125.00</i>
<i>Training SME</i>	<i>165.00</i>
<i>OBIEE SME (DataWarehouse)</i>	<i>175.00</i>
<i>Cyber Subject Matter Expert</i>	<i>185.00</i>
<i>Security Engineer</i>	<i>170.00</i>
<i>Senior Information Security Analyst</i>	<i>148.00</i>

**USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS**

PREAMBLE

Index Systems Inc provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact (**Chinna Nemelidinne, ph: 571-420-4600, chinna@indexsystemsinc.**)



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**BEST VALUE
BLANKET PURCHASE AGREEMENT
*FEDERAL SUPPLY SCHEDULE***

(Index Systems Inc)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity Date

Contractor Date



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BPA NUMBER _____

(INDEX SYSTEMS INC)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER
DISCOUNT/PRICE

*SPECIAL BPA

_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION

DELIVERY SCHEDULES / DATES

_____	_____
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE

POINT OF CONTACT

_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);



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- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.



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BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.